



## Configuring EBB

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[ Windows XP]

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In order to prevent possible problems during an EBB exam, LawIT recommends that you change some settings on your laptop before taking an exam. For your convenience, a laptop configuration program is available that will automatically change the settings on your laptop. You can download this program from <http://www.law.umich.edu/currentstudents/informationtechnology/laptops/EBB/Pages/LaptopSettings.aspx>.

If you would prefer to configure the settings manually, instructions are provided below.

### Configure Laptop Exam Power Scheme Profile

1. Right-click on the desktop | **Properties**| **Screen Saver** tab.
2. Click the **Power** button (located under the heading "Monitor power")
3. Click on the **Power Schemes** tab. Set all the power settings for "Plugged in" **AND** "Running on batteries" to **Never**. This will require selecting "Never" in at least six (6) drop-down menus.
4. Click the **Save As...** button located under the heading "Power Schemes"
5. Save this power scheme as: **Laptop Exams**. Click **OK** to save your new profile.
6. If you want to revert to your previous power scheme, you can choose it from the "Power Schemes" drop-down menu. Just be sure to select your newly created **Laptop Exams** profile ***before taking any EBB exams***.
7. Click **OK** and then **OK** again to exit the Display Properties window.

### Disable Screensaver and Hibernation

1. Right-click on the desktop | **Properties**| **Screen Saver** tab.
2. Select **(None)** from the dropdown menu under the heading "Screen saver" and click **OK**.
3. Click **Hibernate tab** and **uncheck** "Enable hibernation."

### Disable Dial-up Internet prompts

1. **Control Panel** | **Internet Options** | **Connections tab**:
2. Under the heading "Dial-up and Virtual Private Network settings", click on the radio button to select **Never dial a connection**. Click **OK** to save setting change.

### English Language Settings

*If you use a version of Windows other than the English language version, or if you have multiple languages installed, follow these steps:*

1. Go to **Control Panel** | **Regional and Language Options**
2. **Regional Options tab**:
  - a. Under the heading "Standards and formats", make sure that **English (United States)** is selected as your format
3. **Advanced tab**:
  - a. Under the heading "Language for non-Unicode programs", make sure that **English (United States)** is selected.

#### 4. **Languages tab:**

- Under the heading "Text services and input languages", click on the **Details...** button. Make sure that your default input language is set to **English (United States) – US**
- Under the heading "Installed services", make sure that **EN English (United States)** and **US Keyboard** are selected.

5. Click **OK** to save any setting changes.

#### **Remove Microsoft Works Suite Add-in for Microsoft Word**

*if it is installed on your laptop.* Removing this Add-in will not un-install either Word or Works and both applications will still work; it will just break the connection between them.

- Control Panel | Add or Remove Programs | Microsoft Works Suite Add-in for Microsoft Word.**
- Click the Remove button and follow the uninstall wizard.

#### **Disable Virtual Scrolling (if installed and enabled)**

This setting only applies to laptops with *Synaptics* pointing device drivers installed. To check for and disable this feature:

- Control Panel | Mouse | Device Settings** (If you do not have a **Device Settings** tab, you may skip this step).
- Click the **Settings...** button.
- Select **Virtual Scrolling** in the left pane and uncheck both **Horizontal Scrolling** and **Vertical Scrolling** in the right pane.
- Click **OK | OK** and close the Control Panel.

#### **Bookmark the Submit Exams Web site**

Create a bookmark to the Submit Exams Web page now for use in the event that EBB does not automatically redirect you to it.

- Go to: <http://cgi2.www.law.umich.edu/submitexams> and log in, if prompted.

